

BOARD OF PUBLIC UTILITIES  
CITY OF CHEYENNE, WYOMING  
**\*\*BOARD MEETING MINUTES\*\***  
Tuesday, February 16, 2021  
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The Board of Public Utilities of the City of Cheyenne, Wyoming assembled this day at 3:00 p.m. in the 1<sup>st</sup> Floor Conference Room of the Timothy E. Wilson Board of Public Utilities' Administration/Engineering Building, 2416 Snyder Avenue, Cheyenne, Wyoming.

Present via Teleconference were:

Mary Guthrie, President	Kathy Kellner, Human Resources Manager
Matthew Pope, Secretary	Elizabeth Lance, Board Attorney
John Edwards, Member	Bryce Dorr, Capital Projects Supervisor
Keith Zabka, Member	Lynn Butts, Accounting Supervisor
Allan Cunningham, Member	Erin Lamb, Executive Administrative Assistant
Brad Brooks, Director	Representatives from AVI
Matt Buelow, Water Reclamation Manager	Representatives from PEI Wyoming
Clint Bassett, Water Treatment Manager	Representatives from Oftedal Construction
Ashley Miller, Administration Manager	Representatives from Wenck
Frank Strong, Engineering & Water Resource Manager	Representatives from CivilWorx
Doug Calhoun, Operations & Maintenance Manager	

The regular board meeting for the Board of Public Utilities was called to order by Mary Guthrie, President at approximately 3:00 p.m. Tuesday, February 16, 2021.

Ms. Guthrie noted the first item on the agenda was the consent agenda (CA) and asked if anyone request that a consent agenda item be removed. Ms. Guthrie called for a motion to approve the items on the CA. Keith Zabka moved and John Edwards seconded approval of the items on the CA as presented, including:

- The minutes of the Regular Board Meeting held January 19, 2021.
- The Information Sharing Agreement with Ayres Associates and that all future agreements can be approved by the Engineering Manager and Director without presentation and approval by the Board.
- The Agreement for Common Water and Sewer Service Connection between the Board and Cottonwood Creek Independent Living, LLC. For Aspen Creek Block 1, Lot 1.
- The Agreement for Common Water and Sewer Service Connection between the Board and Northland Holdings LLC. For Lots 1 & 2, Block 1, Stanfield Addition, 5<sup>th</sup> Filing (pending).
- The Agreement for Common Water and Sewer Service Connection between the Board and Northland Holdings LLC. For Lots 3 & 4, Block 1, Stanfield Addition, 5<sup>th</sup> Filing (pending).
- The Agreement for Common Water and Sewer Service Connection between the Board and Northland Holdings LLC. For Lots 5 & 6, Block 1, Stanfield Addition, 5<sup>th</sup> Filing (pending).

The motion carried.

Director Brooks announced upcoming meetings. The Annual (Virtual) Goals & Planning Presentation is scheduled for March 4, 2021. The monthly Board Meeting for March will be held Monday, March 15, 2021.

Ashley Miller, Administration Manager, introduced attendees.

Ms. Miller, reported on and answered questions regarding the financial statements for the month ending January 31, 2021.

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Presented to the Board for review and approval was the following list of vouchers:

01/29/2021	\$ 626,142.87	Utilities and Refunds
01/29/2021	555,164.14	Payroll
02/16/2021	127,153.71	Vouchers
02/16/2021	1,230,112.16	Vouchers
02/16/2021	16,337.91	Card Services

A motion was made by Allan Cunningham and seconded by John Edwards approving the financial statements for month-end January 31, 2021 as presented and the vouchers for payment. There were no investments of cash for month end January 31, 2021. The motion carried. Warrants of the Board of Public Utilities are signed by Mayor Patrick Collins, Board President Mary Guthrie and Administration Manager Ashley Miller, and authority is given to ANB Bank of Cheyenne, Wyoming to charge these warrants to the proper Board of Public Utilities accounts at this bank.

It was noted that John Edwards recused himself from discussion and voting with regards to request for approval of the Allison Draw South Interceptor project. John Edwards stepped away from the meeting.

Engineering and Water Resources Manager, Frank Strong, reported on and answered questions regarding the request to approve an increase in the BOPU portion of the project, the Director to sign a revised development agreement with Tru-Grit to allow the project to move forward, and associated budget transfers as presented for the Allison Draw South Interceptor project. A motion was made by Keith Zabka and seconded by Allan Cunningham to approve an increase in the BOPU portion, the Director to sign a revised development agreement with Tru-Grit, and associated budget transfers as presented for the Allison Draw South Interceptor project. The motion carried.

John Edwards returned to the meeting.

Water Treatment Manager, Clint Bassett, reported on and answered questions regarding the request to approve the award for the Sherard Hydroelectric Generation Facility Project including base bid plus all three (3) alternates to PEI Wyoming, LLC. A motion was made by Keith Zabka and seconded by John Edwards to approve the award for the Sherard Hydroelectric Generation Facility Project including base bid plus all three (3) alternates to PEI Wyoming, LLC. The motion carried.

Ms. Miller reported on releases of retainage and contracts, easements, change orders and amendments that were approved in the amount of \$25,000 or less.

Director Brooks reported on and answered questions regarding the Director's report.

Ms. Miller reported on and answered questions related to the Administration Division.

Mr. Strong reported on and answered questions related to the Engineering and Water Resources Division.

Human Resources Manager, Kathy Kellner, reported on and answered questions related to the Human Resources Division.

Mr. Strong, and Operations and Maintenance Division Manager, Doug Calhoun, reported on and answered questions related to the Operations and Maintenance Division.

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Water Reclamation Manager, Matt Buelow, reported on and answered questions related to the Water Reclamation Division.

Mr. Bassett reported on and answered questions related to the Water Treatment Division.

Director Brooks discussed board member terms as new business.

The Board meeting adjourned at approximately 4:00 p.m.

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Mary B. Guthrie, President

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Matthew Pope, Secretary